



Alaska Army National Guard Active Guard Reserve (AGR) Vacancy Announcement # **AKARNG 15-06A**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: Readiness NCO	MOS: 15T	OPEN DATE: 10 DECEMBER 2014	CLOSE DATE: 28 DECEMBER 2014
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UNIT OF ACTIVITY/DUTY LOCATION: A Co, 1-207th AVN REGT, Joint Base Elmendorf Richardson, AK	GRADE REQUIREMENT: Minimum: E5 (Eligible for Promotion to E6) Maximum: E7
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SELECTING SUPERVISOR: Major Edwards	PARA/LINE # 202/07	PHYSICAL PROFILE: PULHES – 222211
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AREAS OF CONSIDERATION

Zone 1 On-Board AKARNG AGRs in the grades of E5-E7 (**MUST HOLD 15T MOS**)

Zone 2 Alaska Army National Guard members in the grades of E5-E7 (**MUST HOLD 15T MOS**)

Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Initial eligibility requirements IAW AR 135-18, Table 2-1

MAJOR DUTIES MAY INCLUDE

- Responsible for the oversight and management of training and operations for the company daily
- Coordinates and assists with scheduling for use of training sites and facilities for the unit
- Supervise the Training, Admin, and Supply NCO's of the company on a daily basis in the processing of Automated Fund Control Orders System (AFCOS) and Army Training Requirements and Resources System, and Logistical requirements
- Support the Unit Commander and ISG in all matters concerning personnel, equipment, supply and training readiness issues and retention goals
- Support the Higher Headquarters with necessary readiness indicator data to accurately and timely complete reports
- Normal duty day requires occasional evening meetings with unit leadership and higher headquarters
- Responsible for supervising the successful accomplishment of the Commander's mobilization readiness objectives
- Responsible for all pay activities
- Anticipate and recommend solutions to needs of the unit in all aspects of unit readiness
- The Readiness NCO will be involved in the day-to-day supervision of training management, mobilization planning, supply, maintenance, and personnel functions relating to the welfare of the Soldiers and mission capability
- Act as the Commander's day-to-day representative and spokesman in the daily operations of the unit and to ensure the highest readiness status of the unit
- Act as primary custodian of the MPDV and DTMS and must ensure the data is correct and current
- Represent M-Day leadership during non-IDT and other training periods and supervising all subordinate full-time staff
- Operate in their MTO&E position during IDT and other training periods
- Supervise or perform and install aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions, mechanical flight controls and their components
- Service and lubricate aircraft and subsystems
- Plan, conduct and supervise, prepare aircraft for inspections and maintenance checks
- Perform scheduled inspections and assists in performing special inspections
- Perform maintenance operational checks and assists in diagnosing and troubleshooting aircraft subsystems using special tools and equipment as required
- Use and perform operator maintenance on tools, special tools and aircraft ground support equipment
- Prepare forms and records related to aircraft maintenance
- Perform air crewmember duties
- Diagnose and troubleshoot malfunctions in aircraft subsystems
- Evaluate maintenance operations and facilities for compliance with directives, technical manuals, work standards, safety procedures, and operational policies
- Perform maintenance trend analysis and applies production control, quality control and other maintenance management principles and procedures to airplane maintenance operations
- Compute basic weight and balance records
- Participate in maintenance test flights
- Ensure compliance with aircraft configuration control, Army Oil Analysis Program, and test measuring diagnostic calibration
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- **SECURITY CLEARANCE - Secret (eligible to obtain)**
- Armed Services Vocational aptitude Battery ASVAB Qualifying score for consideration: a) A minimum score of 105 in aptitude area MM in ASVAB tests administered prior to 2 January 2002. b) A minimum score of 102 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. c) A minimum score of 104 in aptitude area MM on ASVAB tests administered on and after 1 July 2004
- Physical Demands Rating – Very Heavy
- Must possess normal color vision
- Must possess finger dexterity
- Must poses a valid state motor vehicle operator license
- Alcohol and drug abuse as defined below will disqualify any Soldier or potential enlistee from this MOS. This disqualification will not be waived
- **Eligible for Promotion to E6:** Must have completed 18 months Time in Grade of E5 (**CHANGE**)
- **Completion of Warrior Leader Course (WLC) required for consideration**
- **Approval of Exceptional Family Member Program is Required**

PREFERRED QUALIFICATIONS

Proficient with Digital Training Management System (DTMS), Defense Travel System (DTS), Interactive Personnel Electronic Records Management System (IPERMS), Army Training Requirements and Resource System (ATRRS), Automated Fund Control Orders System (AFCOS), and Reserve Component Automation System (RCAS)

See page 3 for Special Announcement Criteria All Required Documents for Considerations

!!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior.
Review your application for accuracy and compliance prior to submission to JFHQ-AK/HRO.**

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Personnel Qualification Record (PQR), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted documents are accurate prior to application submittal. This includes but not limited to verification of Duty History, MOS, Service Dates and ensuring overdue requirements are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO determines the criteria and application procedures unique to a specific position. Criteria may vary with each advertised position. However, all positions require eligibility for AKARNG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I submit one package for all?

A: No. Separate packages are required for consideration of each vacancy announcement.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to AR 600-8-19.

Q: May I find out who or how many others applied for the position?

A: No. We will not release this information.

Q: How do I get the documents required for consideration?

A: Your unit S1 will be able to assist you with accessing any documents required for vacancy consideration.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical documentation will be required prior to start of AGR tour
- Continuation beyond initial 3-years tour will be subject to evaluation based on AGR Subtour Continuation Board

INSTRUCTIONS FOR APPLICANTS

Must be or be eligible to become a member of the Alaska Army National Guard	Must not be under a current suspension of favorable personnel actions	Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities
Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal	Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver	If a selectee does not possess the advertised MOS, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee
Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	An applicant's military grade cannot exceed the maximum military authorized grade on the UMR for the AGR position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date		

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Complete applications must be submitted to HRO-AGR **no later than 23:59 Alaska time**. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below.** *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <http://dmva.alaska.gov/employment.htm>
2. CURRENT Personnel Qualification Record (PQR) /Within 1 year
3. CURRENT Enlisted Record Brief (ERB) / CURRENT DA 2-1 Personnel Qualification Record
4. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only)
5. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months
It is important that you print the report, not the webpage screen
6. DA Form 705 (APFT) May 2010, current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day in accordance with AR 350-1, Para 1-24. Submit a statement of current (within 6 months) height and weight Memo, Must be separate from DA 705). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be signed by either a unit Readiness NCO, First Sergeant, or Commander
7. CURRENT AGR/Mobility/ADSW orders (If Applicable)
8. Last 3 NCOER's(if Applicable)
9. Copies of all DD Form 214's / NGB 22's showing all prior service
10. Photocopy of valid civilian motor vehicle operator's license. All data must be readable
11. Photocopy of valid DA 348-E Operator Qualification Record (If Applicable)
12. Resume

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ARNG 15-06 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ARNG 15-06**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6472 (DSN 317-384-4472)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.